

Letter of Vacation Leave Cancellation

Your Name

Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Manager's Name

Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally cancel my upcoming vacation leave originally scheduled from [start date] to [end date] due to unforeseen work commitments that require my immediate attention.

I apologize for any inconvenience this may cause and appreciate your understanding. I remain committed to my responsibilities and am dedicated to ensuring that our team's projects continue to progress smoothly.

Thank you for your support regarding this matter. Please let me know if there's anything specific you need from me during this time.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]